



FRANKLIN COUNTY CLERK OF COURTS

Maryellen O'Shaughnessy, Clerk

NOTICE OF EXTERNAL JOB OPENING

JOB TITLE: CUSTOMER SERVICE CLERK I
JOB POSTING ID: 01-D-12
DIVISION: Domestic Division
MANAGER: Craig Pearce
SUPERVISOR: Debra Buechner
POSTING DATE: Wednesday, June 20, 2012
CLOSING DATE: Tuesday, June 26, 2012 11:59 PM
SALARY RANGE: \$12.45 -\$16.52 Hourly
\$25,896.00 -\$34,361.60 Annually
JOB TYPE: Full-Time, Permanent, Bargaining Unit

Nature of Work

- Provide assistance and informational services to customers in-person or by telephone regarding the issuance of legal documents
- Responsible for answering telephones and transferring calls to appropriate area
- Verify and determine authenticity of legal documents submitted by customer
- Review, verify, and accept data from electronically filed legal documents
- Perform variety of clerical tasks related to processing of legal documents (e.g., time stamp, proofreads, sorts, files, copies, distributes data, and maintains entry logs.)

Minimum Qualifications

- Skill in typing (test given); operation of computer, and other office equipment
- Ability to handle routine and sensitive telephone and in-person contact with general public, customers and government representatives
- Detail oriented and ability to multi-task
- Good attendance record
- Ability to work in a team environment
- Demonstrated customer service skills

Full time – 40 hours/week

**Healthcare Benefits = Medical, Prescription Drug, Mental Health/Chemical
Dependency, Dental, Vision and Life Insurance**

CONTACT: Jamie Belcher jamielbelcher@franklincountyohio.gov
EOE